



Optics and Electro-Optics
Standards Council

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To: David Aikens, TAG/SC 1 Leader

Gordon Boulton, TAG/SC 3 Leader and OEOSC Director

Fritz Kaufman, TAG/SC 4 Leader

Lee Shuett, TAG Leader, TAG/SC 5 Leader and OEOSC Director

Charles Campbell, TAG/SC 7 Leader

Thomas Lieb, TAG/SC 9 Leader

CC: Allen Krisiloff, OEOSC Chairperson

Marla Dowell, OEOSC Past Chairperson

Hal Johnson, OEOSC Chairperson-elect

William Royall, OEOSC Treasurer

Walter Czajkowski, OEOSC Director

Kenneth Wood, Vision Council

Thomas White, Z80 Chairperson

Carol Herman, FDA

Michele Stolberg, TAG Administrator

Subject: ANSI/OEOSC TAG to ISO TC/172 Balloting Procedures

As you may recall, the FDA made a formal request to OEOSC to determine if the TAG was following ANSI procedures when forming the US position concerning ISO documents, particularly with respect to ISO/TC 172/SC 7. I went back to the procedures and discovered that, in general, we are not following them. The procedures can be found at <http://www.optstd.org/ISO/ANSI-OEOSC%20TAG%20to%20ISO-TC172%20Operating%20Procedures.pdf>.

I have also been advised that some leaders have difficulty getting responses from the SC or WG members in order to arrive at a US consensus position. Therefore, we are establishing a revised process for collecting and reporting the results of ballots that will be used to arrive at a consensus opinion. This process should make the Leaders' jobs easier and give OEOSC documentation that confirms the transparency of the procedure.

As in the past, Michele Stolberg will

1. obtain documents from ANSI and place them on the OEOSC website;
2. inform the members of the particular subcommittee or working group that the

documents and any associated ballots are available and specify the due date;

3. indicate that comments or ballots are to be sent to her for processing and posting on the OEOSC website (SC 7 ballots will be sent to a person at the Vision Council. That person will process the ballots and send the results to Michele.);
4. monitor the return of ballots (or comments) and remind those who have not responded that their ballots are due by the posted date;
5. upload copies of the ballots to the OEOSC website;
6. notify the pertinent SC or WG members that the ballots have been posted.

The SC or WG Leader will

1. review the ballots and form the proposed US position (Please note that section A7.6 of the Procedures require that two-thirds of those voting, excluding abstentions, must vote "affirmative" or "affirmative with comments" in order for an NP, CD, DIS, or FDIS ballot to be approved. A majority of members must vote.);
2. submit the position to Michele for posting on the website.

Michele will

1. notify the pertinent SC or WG members that the position has been posted and ask them to send any comments concerning the US position to her;
2. remind them of the deadline for comments concerning the proposed US position;
3. Upload comments to the website and notify everyone that they are available.

If necessary, the SC or WG Leader will

1. negotiate the final US position with the members of the SC or WG;
2. notify Michele of the results.

Michele will

1. post the final results and;
2. submit them to ANSI for transmission to ISO.

We propose to begin this process in January starting with new documents that have not yet been received.

If you have questions or comments please send them to me.

On a related topic, Charles Campbell has published his procedure for handling ballots. I suggest that we all look at his method at the annual meeting in January to see if all SCs could follow it.

"The TAG sub-group leader will consider all votes and comments received, resolve any differences of opinion – if possible – between the

TAG (SC)members, and form a unified United States position.

"Alternatively, the TAG sub-leader may decide to convene a meeting of the TAG sub-group and at that meeting form a unified United States position on the item under voting...

"Having taken either of the above actions, the TAG sub-group leader will complete the ballot form, fill in the comment form – if comments are to be submitted with the vote -, and forward these documents to the TAG (SC) leader.

"The TAG (SC) Leader will follow the following procedure when submitting the vote of the United States to (OEOSC for submission to) ANSI.

1) A valid vote will be one that is received by the TAG Leader from the TAG sub-group leader in the form of a filled out ballot – the ballot found in the OEOSC website.

2) Comments on ballots for AFFIRMATIVE votes from the United States will be included only if the comments are received by the TAG SC Leader from the TAG sub-group leader on the standardized comment form provided by ISO/TC172...

3) If the vote of the United States is NEGATIVE, the vote will only be valid if it is accompanied by a standardized comment form in which the reason for the negative vote is clearly stated and any conditions that would remove the negative vote.

4) Votes on Systematic Reviews of International Standards (a review occurs every 3 years following the issuance of an International Standard) will be valid only if they are received as filled out ballot forms, forms which are supplied on the OEOSC website.

5) If the TAG (SC) Leader receives no valid votes or comments from the TAG sub-group leader as per 1) through 4) above by the date that they must be transmitted to ANSI, the duty of the TAG SC Leader to insure that there be a position for the United States shall be fulfilled in the following way:

a) For Committee Drafts (CD) and Draft International Standards (DIS) for which no valid vote as defined in 1) is received, the TAG Leader will transmit an ABSTENSION for the United States.

b) For Committee Drafts (CD) and Draft International Standards (DIS) for which the TAG SC Leader receives a valid vote as defined in 1) that indicates that the United States has comments but for which a valid comment sheet as defined in 2) is not included, the TAG Leader will transmit an AFFIRMATIVE for the United States without comment.

c) For Committee Drafts (CD) and Draft International Standards (DIS) for which the TAG SC Leader receives a valid NEGATIVE vote as defined in 1) but for which a valid comment sheet as defined in 2) is not included, the TAG Leader will transmit an ABSTENSION for the United States.

d) For Final Draft International Standards (FDIS) for which no valid vote as defined in 1) is received, the TAG SC Leader will transmit an AFFIRMATIVE vote for the United States.

e) For Systematic Reviews for which no valid vote as defined in 4) is received, the TAG Leader will grade each query with the value 3 for a total evaluation of 9, vote to CONFIRM the standard for another 3 years, indicate that the standard has not been adopted by the United States and that there is no plan to do so, indicate that the United States will participate in any revision of the standard and that the experts who will participate are the experts from the United States to the cognizant working group."

Think about this process and be ready to discuss it at the upcoming annual meeting on January 26, 2010 in San Francisco, CA.

Regards,

A handwritten signature in black ink, appearing to read "Gene Kohlenberg". The signature is fluid and cursive, with a large initial "G" and "K".

Gene Kohlenberg
OEOSC